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# STRATEGY 2022-23

LEAD • INFORM • INSPIRE

**The Scottish Council on Archives**  
is an advocacy and development body for the  
archives and records management sector,  
providing leadership and building capacity.

## **OUR VALUES**

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We are an independent and trustworthy organisation which responds to the needs of our members. By working in partnership with a wide range of stakeholders we strive to inspire the highest standards in collection management and service delivery.

## **OUR VISION**

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Scotland's documented past is valued, understood and shared.

## **MISSION**

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Leading Scotland's archives, records management and conservation sector to inspire and inform the nation.

*Cover: Sample book, University of Glasgow Library - Special Collections.  
Right: Classroom activity, East Lothian Council Archives - John Gray Centre.*



# ADVOCACY & COMMUNICATIONS

## OBJECTIVES:

- *Advocate the benefits and positive impact that wider engagement with and use of archives and records can deliver.*
- *Promote the widest possible access to physical and digital archives and records.*

## OUTCOMES:

- *The impact of archives and good records management in promoting cultural identity, ancestral tourism, well-being and business efficiency is widely advocated.*
- *More people have access to and better understanding of Scotland's archival collections.*

We will advocate the importance and impact of archives in areas such as health and wellbeing, research, tourism, heritage, and culture.

We will promote greater awareness of the link between records management and good governance, business efficiency, accountability, justice, and human rights. We will advocate the benefits of compliance with the Public Records (Scotland) Act 2011.

We will support the sector in becoming more effective advocates, both internally and externally. We will work with colleagues to collate evidence which strengthens the case for using and supporting archive services.

We will communicate news and updates about Scotland archives and records to a wide audience through our website, e-bulletins, and social media accounts. We will promote the work and activity of our member organisations and stakeholders.



*Right: Skills for the Future – Opening Up Scotland's Archives event.*

# PROGRAMME & DEVELOPMENT

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## OBJECTIVE:

- *Build capacity in the archives, records management, and conservation sectors to encourage best practice, improve skills and raise standards.*

## OUTCOMES:

- *The sector's skills and knowledge are enhanced.*
- *The sector is supported in improving services.*

We will support the work of professionals involved in the custody, use and care of archives and records by delivering a programme of sector-focused events and projects. This may include areas of work such as copyright, digital preservation, collections policy, conservation, fundraising, legislative compliance, and advocacy.

We will work with partners to continue developing and promoting tools and standards such as the UK Archives Accreditation Standard, and the Scottish Council on Archives Record Retention Schedules (SCARRS) guidance and schedules.

We will strive to inform best practice and support the needs of our members working with archive collections through our committees and working groups.

We will adopt a flexible and blended-learning approach to our capacity building programme.



*Right: Conservation work undertaken on the architectural drawing plans of the University of Glasgow buildings at Gilmorehill by Sir George Gilbert Scott. University of Glasgow.*

# PARTNERSHIPS & ENGAGEMENT

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## OBJECTIVES:

- *Realise the outreach and engagement potential of archives to inform a wide range of people from diverse backgrounds.*
- *Foster a collaborative relationship with a wide range of partners both within and outwith the archives, records management, and conservation sector to meet shared objectives.*
- *Provide support for community groups managing archival material.*

## OUTCOMES:

- *The sector is open and collaborative and able to work in partnership to achieve shared goals.*
- *Community groups and their archives benefit from expert knowledge and resources.*

We will work with established archives and community groups to identify and deliver projects which maximise the benefits of interacting with and using archival material.

We will support the work of volunteers that maintain or are considering a community archive by providing mentoring and training opportunities in areas such as cataloguing, standards and digital preservation.

We will engage with a wide range of organisations both within and outwith the archives and records management sector to promote the practical application of archival material in many different fields of work including wellbeing, culture, and community engagement. We will continue to develop partnerships with colleagues across the archives, records management and cultural heritage sector and professionals from other sectors including historic environment, education, arts, and health.

We will launch a new portal, Your Scottish Archives, in 2022 which will vastly improve access to Scotland's online archives collections. As well as bringing together data from recognised repositories into a dynamic new portal, the project will also set out to help catalogue and share the stories of communities across Scotland, including under-represented groups.

We will work collaboratively with our institutional members by identifying areas of shared interest. We will improve our offering to members by giving new focus to our membership scheme and opportunities to engage with the SCA.

# GOVERNANCE & MANAGEMENT

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## OBJECTIVE:

- *Ensure that the Scottish Council on Archives is effectively managed with a robust and sustainable business model.*

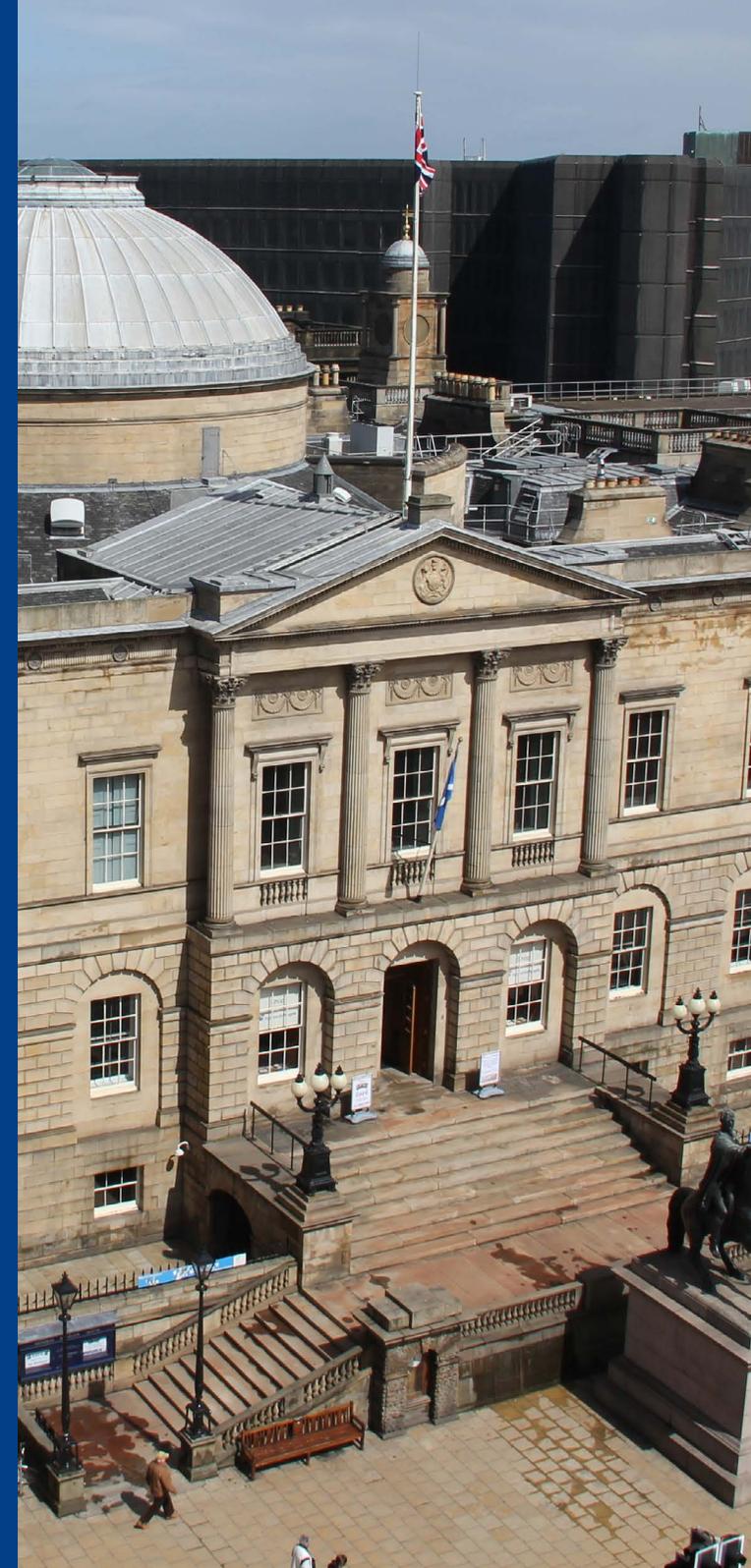
## OUTCOME:

- *The Scottish Council on Archives is an open and well-managed organisation, delivering its strategic objectives.*

We will work together as trustees and staff to ensure that the SCA remains a viable and well-governed organisation focussed on meeting our strategic objectives and representing our members' interests.

We will continue to monitor risks to the SCA, identifying early warning signs and mitigating solutions. We will ensure that the SCA's running costs are monitored and managed effectively and that a realistic reserves policy is in place. We will explore opportunities to diversify our income streams.

*Right: General Register House, Edinburgh, home of the National Records of Scotland and Scottish Council on Archives.*



# JOIN US



## CONTACT

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@ScotsArchives

Facebook.com/ScotsArchives

A Scottish Charitable Incorporated  
Organisation (SC044553).

If you work in archives or records management, are a regular user of archives services or would like to learn about Scotland's incredible collections of archival material then why not become a member? It is free to join the SCA and we offer a range of benefits.

We welcome applications from individuals and organisations.

Find out more at:

[www.scottisharchives.org.uk/members](http://www.scottisharchives.org.uk/members)

## SUPPORTERS

The Scottish Council on Archives is grateful for the support of the Scottish Government and the National Records of Scotland.

We work with a wide range of partners across Scotland and the UK.



*Right: Moving Image Archive, National Library of Scotland.*